

Chairperson: Carlessia Hussein
 Vice Chairperson: Matt Reber
 Executive Secretary: Maura Rossman, M.D., Antigone Vickery
 Recorded By: Gloria Whittington

HOWARD COUNTY BOARD OF HEALTH
 September 24, 2019 Meeting Minutes

DATE: September 24, 2019
TIME: 6:00 p.m.
PLACE: Howard County Health Department
 8930 Stanford Blvd., Columbia, MD 21045

Members Present: Carlessia Hussein, Darryl Burnett, Emily Greenberger, Erica Martin, Audra Nixon, Jill RachBeisel, Matt Reber, Gary Stewart

Members Excused: Judith Chernoff, Paul Nagy

Staff: Maura Rossman, Health Officer, Antigone Vickery, Deputy Health Officer, Gloria Whittington, Administrative Assistant

Topic/Agenda	Discussion	Action / Follow-up
Welcome and Introductions	Carlessia Hussein opened the meeting at 6:05 p.m. CORRECTED MINUTES	
Approval of Agenda	Motion to accept June's BOH agenda. Unanimous approval – All in Favor.	
Approval of Minutes	<p>Updates and changes to the minutes requested by the Chair. Add Motions, Approvals and the name of who makes Motions and 2nd Motions on items should be noted hereafter in the minutes.</p> <p><u>BOH Member Recruitment</u></p> <p>Introduction of New Board Members Audra Nixon and Emily Greenberger were welcomed to the Board. The environmental health seat on the board is still vacant, and Jason Bashura's, who is the nominee, public hearing is scheduled for September 16. We are waiting approval of his appointment on October 2nd when it will go before the County Council to be confirmed. For the first time in a while in October we will have a full board and an Environmental Health Specialist.</p> <p>Board Chair and Members thanked Dr. Rossman and staff for getting the Department accredited. Dr. Rossman presented our award and explains the public health accreditation process to board members which is good for five years. For us it was a multi-year process which cumulated in March with a site visit. <u>HCHD was rated 'Fully' or 'Largely' Demonstrated on 95 out of the 100 PHAB measures evaluated</u> via our documentation and site visit! This reflects the tremendous work that each HCHD staff member does every day, to promote, preserve, and protect the health of Howard County residents.</p>	Add to all minutes when Motions and Approvals are given.

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Health Officer Report New Business	<p><u>Health Officer Highlights</u></p> <p>Informational Board of Health manuals were assembled for each Members. Once Mr. Bashura is on board, we can have a more detailed orientation. Materials were reviewed so members could add or delete pages. The binder includes five sections that covered Section 1 – Governance, in this section is the board communications and a contact list. The boards composition, which will be updated, shows each member with certain qualifications and appointment date. If changes or updates are need members should contact Dr. Rossman. Behind the contact list we have added Bio’s for each member and a copy of the By Laws as they currently exist. By Laws need to be updated to in compliance our 2 new members, as the HCHD merged with CSA forming a LBHA. The BOH now has representatives in Mental Health and Behavioral Health. Section 2 – Public Health, you can find data on Howard County’s Health, Ten Essential Public Health Services and how they can include addressing Social Determinants of Health Inequities. Data Summary – Public Health 101. Section 3 – HCHD Programs and Services-a Departmental Organizational Structure Chart, a short paragraph on each Bureau and their objectives and goals. As of last January, we initiated a new organizational structure which was inspired by our PHAB Accreditation process. We called it the Transformation process. The process did not include any reclassification, we didn’t have any new hires, nor loss of staff. We shifted and aligned personnel around to see how we approach the work we must do. Section 4- Insets, one being HCHD 2018 Annual Report and A copy of the HCHD Strategic Plan 2016-2021. Section 5 is for additional miscellaneous information like the department’s organizational chart, a copy of the LHIC strategic plan progress report. Board of Health meetings are open to the Public, it’s very seldom that we do have anyone from the general public. Sometimes we may have a student requesting to come sit in on a meeting for a class assignment. Once there was a community dispute regarding an environmental issue that was presented to the Board. In such an instance the Board acts as an Appeal body. Additional information can be added as needed so members can use as a reference during the year. It was noted that the By-Laws need to be updated and will be put on the Agenda for board members to go through line by line. We also have a calendar of events and interest on our website which can located through the Counties website. Lisa DeHernandez is our PIO person, you may reach out to her or contact Dr. Rossman directly.</p> <p><u>Board Committees & Structure of Meetings and Priorities for FY20</u></p> <p>Re-examining the format and agenda of the BOH and to see if it maximizes engagement and meets the needs of the group. It was established that BOH can create workgroups or committees to address issues. The current structure of meetings includes discussing a single topic and then we are done; we rarely return to the topic.</p> <p>Suggestions from Chair of Board for Board Members to consider:</p>	<p>Review and revise By Laws</p> <p>Send bios to MR if not already sent.</p> <p>Schedule more in-depth orientation after EH member is appointed</p>

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<p>Old Business</p>	<ul style="list-style-type: none"> - Have a committee that will work on certain projects that will enhance the department. - Have quarterly meetings and alternate with committee meetings. - Work to have some movement on subjects. - Invite outside guest to the Table on subjects the Board think is important - Bring questions back to the Health Officer on subject of interest from the community. - Build on what the Department is doing – we the Board should have a process. - Have place cards at the Next Board meeting. - Invite County Executive to a meeting – maybe 3 or 4 months down the road. <p>Chair would like to have two or three people committee within the Board and have 3 items that they are interested in working on as of to date.</p> <p>It also came up in discussion: Does the Board want to have committees? Does the Board want to change meeting dates?</p> <p>Three Committees were formed, around areas that are of the Boards interest and where the Board wants to focus their energy. These subjects are the ones taken to the County Execute:</p> <p style="padding-left: 40px;">Erica Martin will lead on Mental Health Audra Nixon and Darryl Burnett together will head the committee on Health Disparities Paul Nagy and Matt Reber will lead the data committee</p> <p>A Motion to approve the above Committees was given by Matt Reber and Darryl Burnett along with Gary Stewart Second the Motion. With a unanimous vote from all Members the committees were Approved. Carlessia and Matt will work on a list of interest and logistics and get them to Dr. Rossman so she can send notification out to members.</p> <p>At the October meeting By-Laws will be reviewed.</p> <p>We have several priority areas to choose from including LHIC priorities: Behavioral Health, Healthy Aging, Healthy Weight, Access to Care, or HCHD strategic plan areas, or County Executive’s Transition Team Report, then we can decide on policy or programming. Some suggested it may be helpful to hear the needs and priorities of the Health Officer. It was also suggested that the Board members can also investigate the community and identify any issues of concern that they see or look at specific challenges where the HCHD is struggling. Board members can leverage</p>	<p>Compile a list of 2-3 issues that BOH are interested in and list of strengths / areas of expertise of BOH members. These may turn into committees</p> <p>Create name cards for business meetings</p> <p>Decide on committee structure and meeting logistics</p> <p>Added & Corrected</p>

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	<p>their areas of expertise to assist. We would need to think through how to implement and who on the Board would be the ‘go to’ when time sensitive needs arise</p> <p>It was suggested that the County Office of Law can discuss the role of the BOH. Glenn Schneider (Horizon Foundation) can discuss how the County’s tanning policy was developed.</p> <p>It was discussed it would be helpful if we developed a list of ‘shelf ready projects’. Concepts of ideas we’d like to pursue if the opportunity presents itself. BOH should develop a list of areas that are of interest.</p> <p><u>Transition Team Report Letter:</u></p> <p>The BOH members met with the County Executive’s Transition Team in August 2019. He expressed his pleasure with the board addressing their priorities: Elevating prevention through use of data, improving mental health services and reducing health disparities. The board’s leadership on these issues to help address County health issues is what the County Executive will be looking forward to.</p> <p><u>Good of the Group</u></p> <p>Mental Health needs of Howard County youth and adolescents were going to be reviewed but time didn’t allow during this meeting and it will be discussed at a future meeting. The handouts were emailed to members from Darryl.</p>	<p>OoL scheduled for November meeting</p> <p>Darryl emailed handouts to members</p>
	<p>Topics for future meetings: Mental Health Needs of Howard County Youth and Adolescents Taking a closer look at the By-Laws</p> <p>REMINDER:</p> <p>Board of Health meets 9 months out of a year (12month year). There are no meetings in July, August and December.</p> <p>The meeting adjourned at 7:30 pm.</p>	<p>By Law review - October meeting Mental Health needs discussion TBD</p>
<p>Next Board of Health Meeting: October 22, 2019 at 6:00 p.m. at Howard Co. Health Department 8930 Stanford Blvd. 1st Floor, Columbia, MD 21045</p>		

